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OFFICE OF ELINT

PERSONNEL

NOTICE  
OEL 20-1-69  
7 April 1969

Office of ELINT Career Service Panel

1. General -

This notice outlines the organization and general responsibilities of the OEL Career Service Panel of the DD/S&T Career Service Board.

2. Policy -

It is the policy of the Director of ELINT that each OEL employee shall receive careful and equitable consideration for advancement and career development.

3. Organization -

The OEL Career Service Panel will consist of the following members:

a. Permanent members (voting)

- (1) Deputy Director of ELINT (Chairman)
- (2) ~~Chief of Staff~~ C/so
- (3) Each Division Chief

b. Recording Secretary (non-voting)

- (1) Personnel Officer (Principal)
- (2) ~~Assistant Administrative~~ *PERSONNEL*  
Officer (Alternate) *ant*

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Meetings will be held once each month usually the third Thursday beginning at 0930 hours. Special meetings may be called at the request of the Chairman, any member or the Director. Four voting members will constitute a quorum. The Director will designate a Chairman during the regular Chairman's absence.

Responsibilities of members may not be delegated, but in the absence of a Panel member, the Chairman may invite an appropriate person to provide information to the Panel concerning the matter under consideration. Further, with the Panel agreement, the Chairman may call upon supervisory personnel to provide details which may not be covered in the documentation available to the Panel.

All matters for consideration of the Panel will be submitted to the Secretary one week preceding the day on which the Panel meets. The Chairman will insure issuance of an Agenda.

Minutes of all meetings will be prepared by the Secretary and submitted to the Chairman for initial review prior to circulation to Panel members for their signatures. The Director's signature on individual items covered in the Minutes constitutes approval authority. Panel discussions and actions will be confidential. A copy of the Minutes will be furnished the Secretary, DD/S&T Career Service Board.

4. Responsibilities -

The Career Service Panel will advise the Director on all personnel matters.

5. Functions/Procedures -

The Panel will formulate and implement personnel management programs for OEL in consonance with DD/S&T and Agency policies.

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Actions of the Panel will be in a form of recommendations to the Director. Where recommendations are not unanimous, the dissenting member or members may submit an explanation of their position on the matter. The Chairman will insure that such dissent is reflected in the Minutes.

If action is required under circumstances in which a formal Panel meeting cannot be held, the Chairman or a member delegated in his place by the Director shall solicit verbal recommendations from individual members. These shall be approved by the next Panel meeting and recorded.

The Panel will conduct a competitive evaluation of all personnel in grades GS-09 through GS-14 once each year in accordance with the appropriate regulations and directives.

The Panel will review and recommend to the Director on the following type actions:

- a. Promotions
- b. Additions of new members to the R/CS
- c. Reassignments
- d. Requests for internal and external training
- e. Candidates for vacancies
- f. QSI and other honor awards
- g. Such other functions as required.

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The Director will represent OEL on all matters within the purview of the DD/S&T Career Service Board.

Promotion review action will be scheduled at least semi-annually for each grade. Exceptional cases may be considered at any time.

6. Procedures -

The Chairman, with the agreement of the Panel, will prescribe working procedures which are deemed appropriate.

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Chief of Staff  
Office of ELINT  
DD/S&T

APPROVED:

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GEORGE C. MILLER  
Director of ELINT

Distribution: AB

Retention: P

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